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Approved For Release 2003/05/27 : CIA-RDP84B00890R000800090008-5

10 FEB 1991

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM:

[REDACTED]  
Director of Security

SUBJECT: FY 1981 Travel Limitation [REDACTED]

REFERENCES:

- (a) Memo from the Comptroller, dated 4 February 1981, same subject (COMPT 81-0151)
- (b) Memo from D/Security to C/MS/DDA, dated 18 Sept 1980, subject: Unfunded FY 1981 Requirements

1. Reference is made to the request of the A/DDA to identify a 10 percent reduction in office travel costs and provide details of the adverse impact of such a reduction. [REDACTED]

2. As we have noted previously, extensive travel is the central basic ingredient to the fulfillment of the mission of the Office of Security. Our on-board strength at the end of January

[REDACTED]

engineers who monitor the compliance of the Agency with OSHA safety regulations on a worldwide basis.

3. For the above [REDACTED] employees, travel is a way of life. They do not travel to attend a meeting or a seminar; they travel because they must if they are to perform their job. The mail or telephone is no alternative. If they cannot travel, necessary background investigations will be delayed, [REDACTED] will not be done, and all types of security surveys and safety inspections will not be performed. In short, the mission of the Office of Security will not be accomplished. [REDACTED]

WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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25X1 4. The continuous rise in travel costs has had a serious impact on this Office despite vigorous efforts to take advantage of economies such as "super saver" and other discount fares. Foreign travel costs especially have increased far beyond the allowable inflation factors used when preparing annual budgets. Additionally, the October 1980 raise in per diem and mileage costs, which approximated 45 percent, caused further concern; consequently, on 18 September 1980, we submitted a request for \$145K additional travel funds for FY 1981 (see Reference b). We recognized we were facing a shortfall even at that early date. Failure to obtain the \$145K requested will cause Office travel cutbacks in and of itself. Loss of another \$120K will be catastrophic. [ ]

25X1 5. Programatically, the proposed \$120K cut, exacerbated by the known shortfall of \$145K, will cause significant increases in clearance processing time of staff applicants and industrial contractor employees. The highly visible Industrial Contractor Polygraph (ICP) Program, which is only now coming of age through increased participation and cooperation of the industrial contractors, will have to be cut back. Operational support to other components, especially the Directorate of Operations, will be undertaken only on a cost reimbursable basis. There will be a 50 percent reduction in the Domestic Security Survey Program, a 22 percent cut in industrial security audits, a 32 percent cut in technical countermeasure inspections, and cancellation of three overseas safety survey trips as well as domestic safety inspections. In addition, administrative travel will be severely curtailed including any training where travel costs are a consideration. [ ]

25X1 6. Specifically, the \$120K reduction would be taken in the following accounts:

25X1 A. [ ] Travel Expenses - \$36,500

Impact - This account funds the travel expenses of about 120 field investigators who conduct personnel background investigations and operational support assignments. \$228K provides for per diem, air fares and related expenses. \$345K provides for reimbursement [ ]

vehicles used by the investigators. Because of increased per diem rates, [ ] mileage charges and air fares, we had projected a shortfall of \$68K in this account, which formed part of the \$145K underfunding previously identified. Therefore, the underfunding plus this travel reduction will result in an increase in case processing time for staff applicants from 50 to 75 days, and an increase for industrial clearances from 90 to 120 days. The special 30-day expedite cases for career training and other priority programs will be virtually eliminated. The flexibility of

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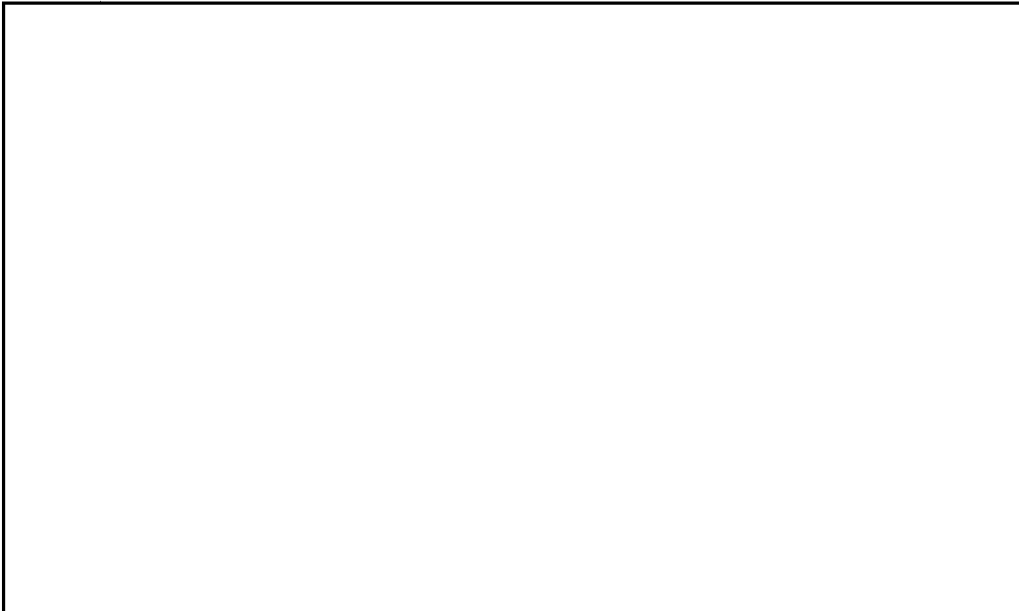
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sending investigators TDY to high workload areas resulting from major program build-ups will be lost. The cost impact to the contractor, which is passed on to the Government because of the unavailability of cleared personnel, is substantial and is a contentious point within DDS&T especially.

b. Headquarters Operational/Administrative Travel - \$1,500

Operational support assignments involving travel costs will be performed only on a reimbursable basis by the requester. No training activity will take place if travel expenses are involved.



d. Domestic Security Branch - \$8,000

The budgeted amount in this account was \$16K. Surveys of [redacted] facilities were planned in FY 1981. The loss of this funding plus some funds redirected to higher travel priorities will mean that [redacted] facilities will not be visited this year.

e. Industrial Security Branch - \$13,000

An operating amount of \$70K was initially available; however, \$10K was reallocated to the overseas security support activity in January 1981. It was planned to conduct 65 industrial security audits in FY 1981; however, this reduction will permit only 50 audits to be performed.

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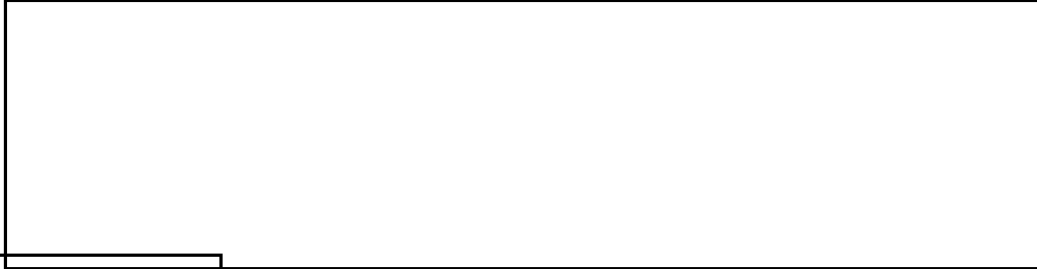
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This was a high priority activity in the years immediately following the Boyce/Lee espionage case; however, funding restrictions have forced cutbacks.

f. Technical Security Division - \$11,000

\$200K was budgeted to permit the deployment of technical security audio countermeasure teams to



[redacted] The underfunding in this Division was recognized and was part of the identified \$145K request for additional funds.

g. Safety Group - \$9,000

Safety was grossly underfunded in FY 1981 at \$6K because of the loss of our current package. Reallocation was made within Office travel funds to permit a minimal program to proceed. The safety engineers are charged with monitoring the compliance by the Agency with safety requirements of the Occupational Safety and Health Act and other Federal regulations. The loss of this \$9K depletes the safety travel account and will result in the cancellation of three trips, one each to



beneficiary of any favorable decision on the \$145K supplemental funding request.

h. Administrative Travel - \$17,000

The loss of this \$17K will not directly impact the operational activities noted previously; however, it will cause a freeze on all supervisory travel to [redacted] overseas sites, as well as eliminating travel by field personnel to Headquarters for physical examinations, polygraph examinations and career counseling. Additionally, it eliminates any possibility of reallocating any part of these funds to higher priority operational travel needs. [redacted]

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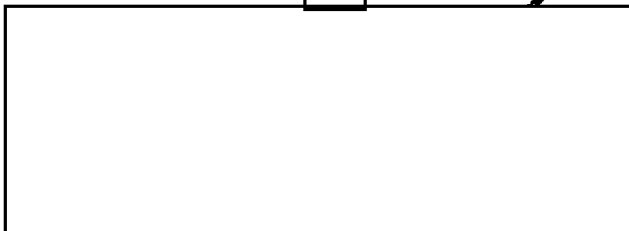
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7. The cuts identified above total \$120K. On the surface, a \$120K cut out of a travel budget of [ ] does not appear severe. However, the severity is driven home when considering that (1) the 10 percent is on the annual budget but over 1/3 of the year is history, (2) inflationary factors caused an FY 1981 underfunding condition irrespective of any cuts, and (3) over one-half of the Office of Security professional work force is typically in a travel status. Failure to obtain supplemental funding will cause reduced activities, imposition of a \$120K cut will cause termination of some activities. [ ]

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